



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Buyer [Classified Competitive]			Salary P21 \$51,529.95 - \$72,953.46
Posting Number 97-15	Position Number 101516	Number of Positions 1	Posting Period * From: 7/7/15 To: 7/21/15
Location: Management and Administration Office of Financial Services H&A Building, 7th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Analyzes purchase orders for assigned division(s) to ensure compliance to Treasury/OMB and DOH circulars. Compliance includes: determining type of purchase (contract or non-contract); verifying pricing, appropriate use of commodity codes, item descriptions and contract lines; reviewing accounting information for adequate monetary levels, proper account distributions and proper federal grant periods. Additional requirements include: comprehending and applying contract award information along with supporting documentation (back-up) for contract and direct purchase authority (DPA) purchases; collaborating with assigned division(s) to assist staff in completing and finalizing the necessary paperwork correctly.</p> <p>Responsible for the purchase of all supplies, equipment and materials for assigned Divisions utilizing the State's purchasing systems, MACS-E and E-Catalog, along with the DOH internal requisition tracking system, ReqTrack, to process orders. These purchases may be continual in nature, will vary based on the season, and can vary in quantities. Additional duties include: determining pricing of goods or services of vendors doing business with the department by studying catalogs, trade journals, the internet etc. to ascertain market and price conditions; reviewing methods, activities, and practices for assigned divisions in order to evaluate the divisions' transactions based on efficiency, cost, clarity and contract adherence; preparing and maintaining a list of prospective bidders for services/commodities unique to the Department ensuring the vendors qualifications are vetted.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>NOTE: Applicants who do not meet the above education requirement may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p>EXPERIENCE: Two (2) years of experience in the large scale purchase of commodities, materials, equipment, and/or supplies.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Chevron Griffin, Executive Assistant 3 Management and Administration Reference Posting #97-15 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTMA@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**